

2 June 2014

Attn: Public Records Custodian, Brandi Cordova
Northern New Mexico College
921 Paseo de Oñate, Española, NM 87532
Phone: (505) 747-2129
Fax: (505) 747-2170
Via Email: bcordova@nnmc.edu

Mrs. Cordova,

Per New Mexico Inspection of Public Records Act, NMSA 1978 § 14-2-1 (IPRA), I would like to request the following public record(s) from 1 January 2006 to the present 2 June 2014:

- I request all contracts entered with Tony F. Ortiz *DBA* Tony F. Ortiz, LLC, Tony F. Ortiz, LLC Law Firm by Northern New Mexico College, the Northern Foundation, the employees, staff, faculty and/or administrators of Northern New Mexico College, and/or members of the Northern New Mexico College Board of Regents.
- I request all rental agreements/leases entered with Tony F. Ortiz *DBA* Tony F. Ortiz, LLC, Tony F. Ortiz, LLC Law Firm by Northern New Mexico College, the Northern Foundation, the employees, staff, faculty and/or administrators of Northern New Mexico College, and/or members of the Northern New Mexico College Board of Regents.
- I request all purchase orders/ purchase requests generated for Tony F. Ortiz *DBA* Tony F. Ortiz, LLC, Tony F. Ortiz, LLC Law Firm by Northern New Mexico College, the Northern Foundation, the employees, staff, faculty and/or administrators of Northern New Mexico College, and/or members of the Northern New Mexico College Board of Regents.
- I request all invoices generated for Tony F. Ortiz *DBA* Tony F. Ortiz, LLC, Tony F. Ortiz, LLC Law Firm by Northern New Mexico College, the Northern Foundation, the employees, staff, faculty and/or administrators of Northern New Mexico College, and/or members of the Northern New Mexico College Board of Regents.
- I request all payment records to Tony F. Ortiz *DBA* Tony F. Ortiz, LLC, Tony F. Ortiz, LLC Law Firm by Northern New Mexico College, the Northern Foundation, the employees, staff, faculty and/or administrators of Northern New Mexico College, and/or members of the Northern New Mexico College Board of Regents.
- I request all training materials requests by Northern New Mexico College, the Northern Foundation, the employees, staff, faculty, administrators of Northern New Mexico College, and/or the members of the Northern New Mexico College Board of Regents to Tony F. Ortiz *DBA* Tony F. Ortiz, LLC, Tony F. Ortiz, LLC Law Firm.
- I request all training materials prepared for Northern New Mexico College, the Northern Foundation, the employees, staff, faculty, administrators of Northern New Mexico College, and/or the members of the Northern New Mexico College Board by Tony F. Ortiz *DBA* Tony F. Ortiz, LLC, Tony F. Ortiz, LLC Law Firm.
- I request all policy recommendations requested by Northern New Mexico College, the Northern Foundation, the employees, staff, faculty, administrators and/or members of the Northern New Mexico College Board of Regents of Northern New Mexico College to Tony F. Ortiz *DBA* Tony F. Ortiz, LLC, Tony F. Ortiz, LLC Law Firm.

- I request all policy recommendations prepared for Northern New Mexico College, the Northern Foundation, the employees, staff, faculty, administrators of Northern New Mexico College, and/or members of the Northern New Mexico College Board of Regents by Tony F. Ortiz *DBA* Tony F. Ortiz, LLC, Tony F. Ortiz, LLC Law Firm.
- I request all personnel recommendations (with confidential details such as name, social security number, banner ID redacted) requested by Northern New Mexico College, the Northern Foundation, the employees, staff, faculty, administrators and/or members of the Northern New Mexico College Board of Regents of Northern New Mexico College to Tony F. Ortiz *DBA* Tony F. Ortiz, LLC, Tony F. Ortiz, LLC Law Firm.
- I request all personnel recommendations (with confidential details such as name, social security number, banner ID redacted) prepared for Northern New Mexico College, the Northern Foundation, the employees, staff, faculty, administrators of Northern New Mexico College, and/or members of the Northern New Mexico College Board of Regents by Tony F. Ortiz *DBA* Tony F. Ortiz, LLC, Tony F. Ortiz, LLC Law Firm.
- I request any recommendations and/or referrals given by Northern New Mexico College, the Northern Foundation, the employees, staff, faculty, administrators of Northern New Mexico College and/or members of the Northern New Mexico College Board of Regents *as client(s)* to individual members/employees of Northern New Mexico College, individual members/employees of the Northern Foundation, individual members of the Northern New Mexico College Board of Regents (or their designees) for the services of Tony F. Ortiz *DBA* Tony F. Ortiz, LLC, Tony F. Ortiz, LLC Law Firm.
- I request all records, logs, email communications, correspondence (etc.), between Tony F. Ortiz *DBA* Tony F. Ortiz, LLC, Tony F. Ortiz, LLC Law Firm and Northern New Mexico College, the Northern Foundation, the employees, staff, faculty, administrators of Northern New Mexico College and/or members of the Northern New Mexico College Board of Regents.

I request the following public record(s) provided in the same medium by which I am requesting such records—electronic format (.doc; .xml; .pdf ; .jpeg etc.) by email. Should these formats be unavailable, I request “reasonable facilities to make or furnish copies of the public records during usual business hours.” As you are aware the Northern New Mexico College Public Records Custodian has fifteen days to comply with this request.

I appreciate your office’s attention to this request. Please feel free to contact me with any questions.

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